



BHD

MILWAUKEE COUNTY
Behavioral
Health
Division

myAvatar™

Tips and Tricks



Append Documents – Use the Append Documents Form as needed to append finalized progress notes.

Enter Append Documents in the Search Forms box. Select the form (Avatar PM).

Recent Forms

Name	Menu Path
Append Documents	Avatar PM / RADplus Utilities / Document Routing

<= Previous 25 1 through 2 of 2 Next 25 =>

Append

Browse Forms

- Avatar PM ▶
- Avatar CWS ▶
- Avatar MSO ▶

1. Select Progress Notes from the drop-down list for the *Form Type*.
2. In the *Entity* field, enter the client's name (last name,first name) to search for and select the client.
3. To filter for the note you are appending, enter *From and To Dates* to narrow your search. Note- either tab forward to the next field or click in another field so that your document is available in the drop-down *List of Documents*.
4. Select the appropriate note from the *List of Documents* drop-down list.
5. Select *Display Document* to view a TIFF image of the original note (see Display Document image below).
6. Enter *New Comments to be Appended to the Original Document*.
7. Click Submit.

Append Documents

Append Document

Submit

Form Type: Progress Notes

Entity: PETTY,TOM (100002)

From Date: 03/01/2018

To Date: 08/03/2018

List of Documents: Option: Individual Progress Note

Display Document

New Comments to Be Appended to the Original Document: This is my appended note.

Online Documentation

(From Step 5 above) Display Document Image. To display the document to append, click Display Document. Select Close All Documents and Exit to return to the form when finished.

The screenshot shows the 'Append Documents' window. On the left is a document preview of a TIF image. The main area displays document metadata and content:

Date Created: 05/31/2018 at 01:29 PM CDT
 Form Name: Individual Progress Note
 Client's Name: PETTY,TOM (000100002)
 Client's DOB: 06/30/1969

Milwaukee County Behavioral Health Div.
 9455 W Watertown Plank Rd.
 Milwaukee, WI 53226-3559

Individual Progress Note
 Progress Note For: Independent Note
 Note Type: Progress Note

Note:
 This is a note for Kitty Cat to test my error correction widget functionality.

Practitioner: MORRIS,SUSAN
 Draft/Final: Final

Signed: SUSAN MORRIS on 05/31/2018 at 01:29 PM CDT Author

At the bottom right, the button 'Close All Documents and Exit' is highlighted with a red box.

Once the form is submitted, a tiff image of the document displays. Use the arrow keys to page forward to review the appended portion of the note. After review and approval, click Accept.

The first screenshot shows the 'myAvatar 2018 - Confirm Document' window at page 1 of 2. The 'Display next image.' button is highlighted with a red box. The document content is the same as in the previous screenshot.

The second screenshot shows the same window at page 2 of 2. The 'Accept' button is highlighted with a red box. The document content shows the appended note:

Date Appended: 08/17/2018 at 10:12 AM CDT
 Form Name: Individual Progress Note
 Client's Name: PETTY,TOM (000100002)
 Client's DOB: 06/30/1969

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 Milwaukee, WI 53226-3559

This is my appended note.

NOTE-----ADDITIONAL
 Signed: SUSAN MORRIS on 08/17/2018 at 10:12 AM CDT Appended Author

Enter your password and click OK. Click No to exit the form and return to the Home View.

The first screenshot shows a 'Verify Password' dialog box over the document preview. The 'OK' button is highlighted with a red box.

The second screenshot shows a 'Form Return' dialog box with the text 'Submitting has completed. Do you wish to return to form?'. The 'No' button is highlighted with a red box.